



Town of Huntington, VT
Highway Road Crew Position
Job Description

Job Summary

This position is to serve as a working road crew person for the Town of Huntington Highway Department carrying out a wide variety of highway and town maintenance related tasks. The position requires experience in and ability to perform highway and bridge maintenance and repair, equipment operation and maintenance, mechanical ability, job safety, record-keeping and basic computer skills. The position requires individuals to be able to work independently, to be effective team players, to have good communication skills, and to interact with the public in a positive and civil manner. Individuals must be able to maintain a flexible work schedule that includes nights and weekends.

Level of Responsibility

The Road Crew members report directly to and work directly under the supervision of the Road Foreman. They are required to perform a wide variety of tasks as assigned by the Road Foreman, Town Administrator, and/or Selectboard.

Major Duties

The Highway Road Crew person's duties shall include, but not be limited to, the following:

- Operating a dump truck in a wide variety of highway maintenance tasks including spreading sand and salt, and plowing snow
- Performing general road construction and maintenance including paving and patching, grading and ditching work, culvert replacement and maintenance, bridge maintenance, roadside mowing, and brush and tree removal
- Performing light to heavy manual labor as required
- Carrying out a regular maintenance schedule for routine and preventive maintenance of equipment, checking equipment to make sure all safety mechanisms are in proper operating condition, and performing light maintenance on equipment as required
- Gathering materials and equipment required to complete jobs, and operating equipment and/or tools as needed to function with a job site work team or to otherwise complete daily work/tasks
- Following proper safety procedures for all work being performed
- Accurately reporting and filling out road maintenance logs including daily time sheets, activity work logs, vehicle logs, and other paperwork as required
- Recognize and communicate to the Road Foreman actual and potential highway-related problems or hazards
- Follow weather conditions affecting highways and be prepared to work if called by the Road Foreman, giving high priority to winter maintenance (plowing, sanding, and salting operations) and storm damage repair
- Complying with all Town personnel policies, drug testing requirements, and applicable State and Federal regulations

- Reporting any and all accidents or injuries to the Road Foreman, Town Administrator, or Selectboard within 24 hours of an event and completing the necessary accident reporting forms.
- Maintain all required licenses or certifications required to perform job responsibilities, and participating on ongoing training at the direction of the Road Foreman.
- Performing such other work as deemed necessary by the Road Foreman, the Road Foreman's designated back-up, the Town Administrator and the Selectboard

Lead Highway Road Crew members must have basic computer skills, be able to handle administrative and purchasing tasks, be able to assign and manage crew member tasks, be able to make decisions in the absence of the Road Foreman, and be able to work effectively with the Town Administrator and/or Selectboard.

Qualifications

The Highway Road Crew person will have the following minimum qualifications:

- Possess at least a high school diploma or GED
- Possess a Commercial Driver's License, with proper endorsements, and have a clean driving record
- Experience driving trucks, plowing snow, and operating heavy equipment
- Possess public works or related construction work experience
- Knowledge of safe gravel pit practices
- Ability to perform routine service and maintenance of Town Highway Department equipment (Mechanical skills are a plus)
- Ability to carry out written or oral directives or instructions and to exercise good judgment when carrying out duties
- Ability to communicate, work and interact with co-workers, Town employees, volunteers, officials, and the general public in a professional, courteous, and respectful manner
- Ability to withstand exposure to and work under varying weather conditions, exertion of significant physical effort, and perform strenuous physical tasks such as bending, lifting, carrying and digging

Terms of Employment, Compensation, and Benefits

Highway Road Crew members are hired by the Selectboard at the recommendation of the Road Foreman after a successful completion of a medical examination for CDL license and drug test, interviews (which may include demonstration of skills and capabilities), and reference checks. A probationary period of six (6) months has been established for highway employees.

All terms of employment, compensation, and benefits (including vacation, sick time and insurance) are set by the Selectboard annually and will be based on satisfactory job performance. Annual evaluations detailing the performance of the Highway Road Crew person will be performed, during which the employee will be afforded an opportunity to respond to the evaluation.